

PART III - SECTION J  
ATTACHMENT J.9

**INITIAL CHECKLIST FOR SECURITY OFFICER REQUIREMENTS**

1. \_\_\_\_\_ Contractor's Security Officer Manual for FAA Facilities.\*
2. \_\_\_\_\_ Contractor's Suitability Investigation. Copies of the police check and 5-year employer check.\*
3. \_\_\_\_\_ Certification of Physical Qualification.\*
4. \_\_\_\_\_ SF-85P, Questionnaire for Public Trust Positions.
5. \_\_\_\_\_ FD-258, Fingerprint Cards – Must submit two.
6. \_\_\_\_\_ Certification of Citizenship. Acceptable proofs of citizenship: Birth Certificate, U.S. Passport, Certificate of Naturalization, Report of Birth Abroad of Citizens of U.S.
7. \_\_\_\_\_ Certification of Education. High School Diploma or GED Equivalency.
8. \_\_\_\_\_ Proof of Minimum Age. Driver's License, Birth Certificate, or Passport.
9. \_\_\_\_\_ Formal Training as required by this contract and State regulations.\* Minimum requirements include training in jurisdiction and authority, first aid, emergency responsibilities, knowledge of orders, security and contingency situations, safety, facility access control procedures, communications, and report writing.
10. \_\_\_\_\_ Firearms Qualification.\*
11. \_\_\_\_\_ Applicable State or local jurisdiction licensing.
12. \_\_\_\_\_ Copies of Background Investigation Transmittal Letters.

\*Maintained at the facility.

**Contracting Responsibilities.**

Review and validate the documentation listed above. This documentation must be submitted by the Contractor to the Contracting Officer (CO) no less than 15 days prior to entrance on duty of a contract guard. FAA contract guard personnel will not begin duty at an FAA facility without a favorable review of this documentation by the COTR. Copies of documentation identified with an asterisk will be maintained at the facility receiving the FAA contract security officer services and will be made available to the SSE for review upon request. Other documentation listed above will be reviewed, validated, and returned or forwarded in accordance with the applicable FAA Contractor and Industrial Security program guidance in FAA Order 1600.72. For the documentation not kept, a certification checklist will be maintained in the CO/COTR file indicating that this information was reviewed, validated, the date, and by whom.